

15 July 1998



Civilian Personnel

**ALTERNATIVE WORK SCHEDULE
TEST PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 440 AW/DPCE (Ms. Valerie Hurlbutt)
Supersedes 440 AWI 36-801, 8 May 1995

Certified by: 440 AW/DPC (Mr. Michael J. Taylor)
Pages: 15
Distribution: F

This instruction implements and extends the guidance of AFRPD 36-8, *Employee Benefits and Entitlements*. It provides guidance on the administration of the Alternative Work Schedule (AWS) Program which enables employees to participate in either a flexible (Flexitour Program) or compressed fixed work schedule (5/4/9 Program). The guidance contained herein complies with 5 U.S.C. 6122; Title 5, 5 C.F.R. Part 610; and AFI 36-807/AFRES Supplement, *Weekly, and Daily Scheduling of Work and Holiday Observances*. While in effect, this program supplements Article 11, Section 1; Article 12, Section 3; Article 13, Section 1; Article 14, Article 17, Sections 3 and 4; and Article 21 of the collective bargaining agreement between this installation and AFGE Local 2144. This instruction applies to all Air Reserve Technicians (ARTs) and civilian employees assigned to the 440 Airlift Wing, located at General Mitchell IAP-ARS WI except those employees identified in paragraph 2.4. of this instruction.

SUMMARY OF REVISIONS

This revision redesigns the previous edition. Paragraph 1. added the reference that the Alternative Work Schedule (AWS) provides for family-friendly work arrangements IAW the President's memorandums. Paragraph 2. was rewritten to extend the test program, expand the start, depart, and lunch hours for Flexitour employees, and establish 15 fixed schedules for 5/4/9 employees. Paragraph 3. was rewritten to clarify definitions. Paragraph 4. was rewritten to clarify the AWS policy for employees when TDY, attending training, or involved with mission activities. Paragraph 4. clarifies supervisor and commander responsibilities for schedule changes and program deviations. Paragraph 5. was rewritten to clarify the AWS Program responsibilities of the wing commander, group commanders, civilian personnel office representatives, AFGE Local 2144, supervisors, managers, and employees. Paragraph 6. and subparagraphs were rewritten to clarify the Flexitour program requirements for full-time and part-time employees and outline the program in more specific and clear terms. Table 1. changes flexible bands and core hours for Flexitour employees. Paragraphs 7. and 8. and all subparagraphs have been rewritten and expanded for clarification. Paragraph 7.2. has been changed to clarify the example used. Paragraph 7.3. has been changed to allow employees to use credit hours before military leave. Paragraph 8.5. and Table 2. have been added to provide 15 fixed work schedules available to 5/4/9 employees. Paragraph 8. and all sub-

paragraphs were changed to clarify the requirement that the 5/4/9 program is a fixed schedule program. Paragraphs 9. and 10. and subparagraphs have been expanded and clarified. Paragraph 11. and subparagraphs have been expanded to clarify the effects of AWS on other programs such as overtime, compensatory time, Sunday premium pay, and holiday pay. Paragraph 11. also clarifies the effect of the 5/4/9 and Flexitour on various types of excused absences. Paragraph 11.2. reflects the change that all employees (GS & WG) are eligible for compensatory (comp time) under the Flexitour or 5/4/9 Program. The entire instruction has been redesigned and rewritten to be more user friendly by beginning each paragraph and subparagraph with a title, providing paragraph cross references when applicable. A (|) indicates revisions from the previous edition.

1. Objective. Alternative work schedules enable managers, supervisors, and employees to meet or exceed mission requirements, program effectiveness, and personal goals through the increased flexibility available in Alternative Work Schedule (AWS) programs. The goals of AWS programs are to provide top quality support for our customers while allowing employees an opportunity to enhance their quality of life. The employee benefits provided by AWS programs are useful recruitment and retention tools. This instruction establishes an AWS Program that supports the spirit of the President's memorandums dated July 11, 1994 and June 21, 1996 for providing flexible family-friendly work arrangements.

2. Test Information. The information provided in the instruction initiates a new test program period beginning with the date of this instruction and ending one year later unless otherwise extended.

2.1. Start Time. During the test, employees will be allowed to request a 5/4/9 compressed "fixed" work schedule or Flexitour schedule. During the test, the Flexitour program will allow an employee to request a work schedule start time within the start time band of 0600-0800 hours and within half-hour increments. For example, start times may begin at 0600, 0630, 0700, 0730, or 0800 hours (paragraphs 6.2. and Table 1. and 6.3.). The 5/4/9 program enables an employee to request one of 15 "fixed" work schedules with starting times within half-hour increments ranging between 0600-0800 hours (paragraphs 8.2., 8.3., 8.4. and Table 2.).

2.2. Lunch. During the test, the lunch band for Flexitour program participants is between 1100-1300 hours. Employees under the Flexitour program may request lunch to begin and end in 15-minute increments (e.g., 1100-1215, 1115-1245, 1200-1300, etc.). Flexitour program participants who request a start time band beginning prior to 0800 (e.g., 0600, 0630, 0700, 0730) will be able to request a maximum 90-minute lunch. However, Flexitour program participants requesting a start time beginning at 0800 hours are allowed to request up to a maximum 60-minute lunch (see paragraphs 6.2. and 6.3. and Table 1.). Participants in the 5/4/9 program will be able to request one of fifteen fixed work schedules offering a lunch period of 30, 45, or 60 minutes (paragraph 8.7. and Table 2.).

2.3. Depart/Quitting Time. During the test, the Flexitour program will allow an employee to request a work schedule depart time within the depart band of 1430-1700 hours (paragraphs 6.2. and 6.4. and Table 1.). Participants in the 5/4/9 program will be able to request one of 15 fixed work schedules with a choice of quitting times on nine hour days ranging between 1530-1800 hours and on the eight hour day ranging between 1430-1700 hours (paragraph 8.5. and Table 2.).

2.4. Shift Employees. Shift employees in Security Forces/Security Police, Fire Department, and the Heating Plant (during heating season) are excluded from participation in these work schedules. These employees will work the hours set by management.

2.5. Flexitour & 5/4/9 Analysis. During this test period, managers and supervisors should provide to their group commander written comments on the positive and/or adverse agency impact caused by the Alternative Work Schedule Test Program.

2.5.1. Analysis Content. When possible, comments should reference a baseline measurement or metric such as mission capable rate or a comparison (i.e. employees' sick leave prior to and during the AWS test). Comments should be specific to the organization and state how the AWS program has had a positive and/or adverse agency impact on the metric. Comments could address, for example, the positive and/or adverse agency impact of the Flexitour and/or 5/4/9 Program on:

2.5.1.1. Mission accomplishment.

2.5.1.2. Internal and external customer service.

2.5.1.3. Organization efficiency, productivity, morale, annual and sick leave use, and tardiness.

2.5.1.4. Turnover rates and job recruitment.

2.5.1.5. Quality of life, opportunities for full-time & part-time employment, job satisfaction and non-work life issues.

2.5.1.6. Schedules for working parents, day care.

2.5.1.7. Carpools, traffic, mass transit.

2.5.1.8. Levels of energy consumption.

2.5.2. Suspense for Analysis Submission. At the end of each calendar year quarter (i.e., comments for period ending 31 March, 30 June, 30 September, and 31 December), managers and supervisors should provide comments to the appropriate group commander. Group commanders should forward comments received to the Civilian Personnel Office, Workforce Effectiveness Branch. Non-supervisory employees may submit comments to AFGE, Local 2144 or to the Civilian Personnel Office, Workforce Effectiveness Branch, Attention: Valerie Hurlbutt.

2.5.3. Continuing the AWS Program. At the end of the test period, the 440 AW Corporate Board will consider making the AWS program permanent. The written comments and evaluation factors discussed in paragraph 2.5. above will be used to determine whether the AWS program will be maintained at the 440 AW (paragraph 5.1.).

3. Definitions:

3.1. Basic Work Requirement (Flexitour & 5/4/9). The number of hours, excluding overtime hours, which an employee is required to work or to account for by leave or otherwise. The basic work requirement under each AWS program is 80 hours per pay period for full-time employees (paragraph 6.5. for Flexitour and paragraph 8.4. for 5/4/9).

3.2. Credit Hours (Flexitour only). Under the Flexitour program, employees are entitled to earn credit hours for work performed in excess of their basic work requirement only if the work to be performed is approved by management in advance of the work being performed. When additional work performed entitles the employee to overtime or compensatory (comp) time and the employee prefers to receive credit hours, the employee must request credit hours in lieu of overtime or comp time (para-

graph 7. and subparagraphs for a detailed explanation of credit hours). By law, employees participating in the 5/4/9 Program are not entitled to earn credit hours.

3.3. Flexitour. A type of flexible work schedule of eight hours each day, five days a week (paragraph 6.).

3.4. 5-4-9. A type of compressed work schedule that, by law, consists of a “fixed” schedule of eight 9-hour days, one 8-hour day, and one scheduled day off (SDO) each pay period. The schedule selected is “fixed” because the employee may not change the schedule from those options provided by the agency as negotiated with the union (paragraphs 8., 8.1., 8.2., and 8.3.).

3.5. Part-Time Employment (Flexitour and 5/4/9). Under AWS, the definition of part-time permanent employment is a biweekly requirement of 32 to 64 hours. This means that a part-time permanent employee can be scheduled for more than 32 hours per week, as long as the total scheduled hours per bi-weekly pay period do not exceed 64 hours. A part time employee participating in Flexitour may earn credit hours for hours worked in excess of the basic work requirement for the part time position. A part time employee participating in the 5/4/9 compressed work schedule is entitled to overtime pay only after working the same number of hours of work after which a full-time employee on a similar schedule would begin to receive overtime. When a part-time employee performs non-overtime work on a Sunday under the Flexitour or 5/4/9 program, the part-time employee is paid at their basic rate of pay for the hours worked on Sunday. By law, a part-time employee is not entitled to additional Sunday premium pay under the Flexitour or 5/4/9 program.

3.5.1. Students. Students may not participate in the 5/4/9 program or earn credit hours under the Flexitour program, except during school breaks, when their basic work requirement is increased to 40 hours per week or 80 hours per pay period.

4. AWS Participation (Flexitour and 5/4/9). Supervisors will determine the minimum numbers and kinds of employees required for any given tour of duty and may restrict an employee’s requested schedule. The extent of flexibility possible in a particular organization will be based on relevant considerations such as mission accomplishment, peak workload periods, and necessary contacts with other organizations. Mission accomplishment will be the priority consideration for a supervisor’s denial of an employee’s requested Flexitour or 5/4/9 schedule or program participation (paragraphs 4.2. and 5.5.2.).

4.1. Deviations to Agency Schedules (Flexitour and 5/4/9). Supervisors who wish to approve a work schedule which does not conform to the agency established schedules of either the Flexitour schedule (Table 1.) or 5/4/9 schedule options (Table 2.) may do so only with the approval of the 440 AW Commander (paragraph 5.1.1.). During the absence of the 440 AW Commander, the approval authority for deviations to the agency schedules is the senior ART.

4.2. Disapproval of the Employee’s Program Participation or Schedule (Flexitour or 5/4/9). When a supervisor disapproves an employee’s request to participate in the 5/4/9 program or disapproves the employee’s requested 5/4/9 or Flexitour schedule, the employee may elevate the request to their group commander for further review and a decision. Employees directly under the “wing” may elevate their request to the wing commander after the supervisor’s disapproval (paragraph 5.5.2.).

4.3. TDY/Training Attendance/Mission Requirements (Flexitour and 5/4/9). Flexitour and 5/4/9 program participants on Temporary Duty (TDY) or attending training will work the hours that coincide with duty hours at the temporary duty or training location. The maximum possible advance notice will be given to affected employees when a change to their approved Flexitour or 5/4/9 schedule is

necessary (workday is less than nine hours per day, SDO conflicts, etc.). An employee on the 5/4/9 program will be removed from the 5/4/9 program for any pay period encompassing the period of TDY or training when the TDY or training course schedule does not coincide with the 5/4/9 schedule. For Flexitour and 5/4/9 participants, the duty hours will normally be determined by the OPR at the TDY or training location. 440 AW mission requirements (i.e., inspections by higher headquarters, staff assistance visits, exercises, deployments, etc.) may necessitate a change to the employee's Flexitour or 5/4/9 duty hours or work schedule. In these situations, the change to the employee's Flexitour or 5/4/9 duty hours or work schedule will be determined by management and based on mission requirements. Mission requirements may also necessitate an employee's removal from the 5/4/9 program for the pay period encompassing the dates of the mission requirement. At the employee's request, the employee will be placed back into the 5/4/9 program or previous Flexitour schedule effective the pay period after completion of the TDY, training course, or mission requirement. A 440 AW Form 5, **Work Schedule Request Form**, will be prepared by the employee's supervisor when the employee is temporarily removed from the 5/4/9 or when Flexitour or 5/4/9 schedule changes are necessary due to TDY, training, or mission requirements. The employee will prepare and initiate the 440 AW Form 5, **Work Schedule Request Form**, to reinstate participation in the 5/4/9 program or reinstate the requested Flexitour or 5/4/9 schedule (paragraph 9.). This does not apply to active duty military service. (There is no change to the employee's Flexitour or 5/4/9 schedule. The employee on a 5/4/9 schedule may remain on the 5/4/9 schedule while performing active duty military service).

5. Responsibilities:

5.1. The 440 AW Commander will:

5.1.1. Retain the authority and is responsible for making determinations concerning continued use of the AWS program. If the commander determines that the AWS program (Flexitour and/or 5/4/9) has had an adverse agency impact, the agency may reopen the AWS agreement for negotiation of a new test or its termination.

5.1.2. Retain the authority and is responsible for making determinations concerning deviations to agency established Flexitour or 5/4/9 schedules (paragraph 4.1.).

5.2. The Operations Group, Support Group, and/or Logistic Group Commander will:

5.2.1. Forward any written comments received from supervisors relating to the positive and adverse agency impact of the AWS to the Civilian Personnel Office Workforce Effectiveness Branch upon receipt of such written comments (paragraph 2.5.).

5.2.2. Forward, to the 440 AW Commander, any supervisory requests for deviations to the agency established Flexitour or 5/4/9 schedules (paragraph 4.1.).

5.2.3. Review and render a decision on a supervisor's disapproval of an employee's request to participate in the 5/4/9 program. The Operations Group, Support Group, and/or Logistics Group Commander shall review and render a decision on a supervisor's disapproval of an employee's requested Flexitour or 5/4/9 schedule when requested by the employee (paragraph 4.2. and 5.5.2.).

5.3. The Workforce Effectiveness Branch of the Civilian Personnel Office. The Workforce Effectiveness Branch is the office responsible for furnishing guidance and assistance to all levels of management on the administration of the AWS program in accordance with governing authorities.

5.4. AFGE Local 2144 and the Civilian Personnel Office Workforce Effectiveness Branch. Local 2144 and the Workforce Effectiveness Branch, in partnership, are responsible for furnishing guidance and assistance, to bargaining unit employees, on the AWS Program.

5.5. Supervisors and Management Officials are Responsible for:

5.5.1. Reviewing AWS schedule requests for regulatory compliance.

5.5.2. Approving AWS schedule requests when possible and disapproving when necessary, consistent with the need for efficient operations and mission accomplishment. Disapproval of an employee's request to participate in the 5/4/9 compressed work schedule or disapproval of an employee's requested schedule under the Flexitour or 5/4/9 program, will be made by the employee's group commander. Employees directly under the "wing" may elevate their request to the wing commander after the supervisor's disapproval (paragraphs 4.2. and 5.2.3.).

5.5.3. Ensuring that employees comply with approved schedules and regulatory requirements of the AWS program.

5.5.4. The integrity of the 440 AW Form 2, **Daily Attendance Sheet** (or equivalent) and spot checking as needed to verify that entries are correct.

5.5.5. Recognizing and acting on program abuses.

5.5.6. Ensuring a 440 AW Form 5, **Work Schedule Request**, is prepared each time the work schedule changes due to management initiated actions, for example, TDY, training, or mission requirements (paragraphs 4.3., 6.9., and 8.10.).

5.5.7. Submitting written comments, to their group commander, at the end of each calendar year quarter, on the positive and adverse agency impact of the AWS to their organization (paragraph 2.5.).

5.6. Employees are Responsible for:

5.6.1. Complying with the laws, Air Force instructions and administrative procedures governing the AWS Program.

5.6.2. Being flexible in their schedules to meet heavy workloads, training needs and unusual work requirements or mission priorities (paragraphs 4.3., 6.7., and 8.11.).

5.6.3. Ensuring daily time and attendance is accurately reported on the Daily Attendance Sheets, 440 AW Form 2 or equivalent (paragraph 10.).

5.6.4. Ensuring a 440 AW Form 5 is prepared each time the work schedule changes (i.e., change of SDO/8-hour day for 5/4/9 program or permanent schedule changes for Flexitour) (paragraph 9. and 9.1.).

6. Flexitour. The Flexitour program involves a work schedule of eight hours each day, five days a week that consists of core hours and flexible bands at the beginning, middle, and end of the day (paragraphs 3.3., 6.1., 6.2., Table 1., 6.3., 6.4., and 6.5.)

6.1. Core Hours (Flexitour). Designated hours during which Flexitour employees must be present at work unless on approved or excused leave, credit hours, or compensatory time off status. Core hours are 0800-1100 and 1300-1430 (Table 1.).

6.2. Flexible Bands (Flexitour). Flexible bands form the complement to core hours and are a band of designated hours which Flexitour employees use to establish their schedule request for time of arrival at and departure from work. In addition, a flexible band is available at midday for Flexitour employees to use when establishing their schedule request for arrival and departure time for lunch. The hours, chosen within the flexible band for start, lunch, and departure (paragraphs 2.1, 2.2, and 2.3. and Table 1.) in combination with the core hours must fulfill the basic work requirement of an 8-hour day. Supervisory approval of the employee's requested Flexitour schedule is required before implementation. The flexible bands for Flexitour employees are as follows, 0600-0800 (start band), 1100-1300 (lunch band), and 1430-1700 (depart band). The Flexitour employee must receive approval from the supervisor to leave work during the hours of the Flexitour employee's approved schedule within the flexible band. Flexible bands do not permit the Flexitour employee to come and go at will during the flexible time periods. These bands are not for the 5/4/9 program (see Table 2. for 5/4/9 program compressed "fixed" schedules).

Table 1. FLEXITOUR PROGRAM: Core Hours, Start, Lunch, and Depart Bands:

START BAND	CORE	LUNCH BAND	CORE	DEPART BAND
(Flexible)		(Flexible)		(Flexible)
(paragraphs 6.2. and 6.4.)	(paragraphs 6.1. and 6.7.)	(paragraphs 6.2. and 6.5.)	(paragraphs 6.1. and 6.7.)	(paragraphs 6.2. and 6.6.)
0600 – 0800	0800 – 1100	1100 - 1300	1300 – 1430	1430 - 1700

6.3. Start Band (Flexitour). Flexitour employees may request a start time in the morning flexible band in half-hour increments (e.g., 0600, 0630, 0700, 0730, and 0800) (paragraph 2.1. and Table 1.).

6.4. Lunch Band (Flexitour). A minimum 30-minute lunch must be taken during the midday flexible band. Maximum lunch is 90 minutes for Flexitour employees requesting a start time of 0600, 0630, 0700, or 0730 hours. Maximum lunch is 60 minutes for Flexitour employees requesting a start time of 0800 hours. Flexitour employees may select lunch start and end times in 15-minute increments (e.g., 1100-1130, 1115-1215, and 1145-1230). (paragraph 2.2. and Table 1.).

6.5. Depart Band (Flexitour). Flexitour employees may request a depart time within the flexible depart band in half-hour increments (e.g. 1430, 1500, 1530, 1600, 1630, 1700). (Paragraph 2.3. and Table 1.).

6.6. Basic Work Requirement (Flexitour). The work schedule requested (start time, morning and afternoon core hours, and depart time) must equal eight hours each day. The lunchtime requested is not included in the 8-hour day computation. The hours requested for the start, lunch, and depart bands are not required to be the same for every day of the pay period. The Flexitour employee is responsible for adjusting the work schedule to adhere to the core hours and basic work requirement (paragraphs 3.1. and 6.1.).

6.7. Temporary Schedule Deviations (Flexitour). Temporary deviations to the employee's approved Flexitour schedule may be approved by the supervisor on an exception basis. At the request of a Flexitour employee and with at least one day advance notice, a supervisor may approve an adjusted start time, lunch time, or end of day time. The Daily Attendance Sheet, 440 AW Form 2 (or equivalent) must be annotated for each schedule deviation. This paragraph only applies to temporary schedule

changes in a particular pay period. (paragraph 9.1. for establishing a new permanent Flexitour schedule).

6.8. TDY/Training Attendance/Mission Requirements (Flexitour). Refer to paragraph 4.3. for procedures when TDY or attending training or when mission requirements necessitate a change to the employee's approved Flexitour schedule.

6.9. Student Aid (Stay-In-School) (Flexitour). Student Aid (Stay-In-School) employees do not have to conform to core hours (Table 1.) since they normally are limited to working 20 hours per week while attending school. Their tour of duty, however, may extend throughout the established workday hours (0600-1700) consistent with supervisory authorization.

7. Credit hours (Flexitour). Credit hours are non-overtime pay hours of worked which are in excess of a Flexitour employee's basic work requirement (paragraph 6.6.). The number of credit hours earned are equal to the number of excess hours worked (i.e., one credit hour earned for one excess hour worked). Credit hours are not authorized and will not be approved when Flexitour employees, by their own choice, arrive at work earlier than their scheduled arrival time (i.e., light traffic day) or leave work later than their scheduled depart time (i.e., waiting for carpool).

7.1. Before Flexitour employees can earn credit hours all of the following conditions must be met:

7.1.1. Supervisors will entertain approval of credit hour(s) (Flexitour employees) for mission related work requirements.

7.1.2. Management must approve credit hours (Flexitour employees) before they can be worked.

7.1.3. The employee must be approved for participation in the Flexitour program (By law, 5/4/9 employees may not earn credit hours).

7.2. Credit hours/Comp Time/Overtime (Flexitour). When a Flexitour employee is approved to perform work in excess of their basic work requirement and eligible to receive overtime or compensatory (comp) time but prefers to be compensated by credit hours, then the Flexitour employee must request compensation in the form of credit hours. If the Flexitour employee does not request compensation by credit hours, then the Flexitour employee will be paid overtime or will receive comp time in accordance with applicable laws.

7.3. Use of Credit Hours Earned (Flexitour). Flexitour employees must earn credit hours before they can be used. Flexitour employees can earn credit hours and use these credit hours in the same day provided the hours for which they earned the credit occur prior to the hours applied for use. Credit hours earned by Flexitour employees are applied in the same way as annual leave or comp time so as to satisfy the eight hour-per-day basic work requirement. The following is one example of credit hour use:

7.3.1. Example. The employee's approved Flexitour schedule is 0800-1630 hours Monday - Friday. Management requires the Flexitour employee to report to work at 0600 hours on Monday (8 hours as the basic work requirement from 0800-1630 and two hours excess work from 0600 to 0800 hours). This Flexitour employee asks the supervisor for compensation by credit hours (instead of eligible overtime or comp time) for the excess work performed from 0600-0800 hours. After performing the excess work, this Flexitour employee will have two credit hours applied to the employee's credit hour account. On the same day, this employee needs to leave work at 1430 which is two hours prior to the employee's scheduled depart time of 1630 hours. The employee can apply/use the two credit hours earned earlier in the morning toward the two-hour early depart-

ture if the employee does not want to use available annual or comp time. This is possible because the credit hours were earned prior to their use. Should the employee choose to use annual leave or comp time for the early departure, the employee will still have two credit hours which can be applied, with supervisory approval, to another workday, workweek, or biweekly pay period.

7.4. Credit Hours & Military Leave (Flexitour). Employees may use earned credit hours before using military leave. However, with supervisory approval, scheduled arrival/departure times may be adjusted within the flexible bands to ensure the civilian duty is completed before military duty begins. Any absence for active duty military that occurs during the core hours must be charged to appropriate leave.

7.5. Maximum Credit Hour Accumulation/Carry-Over - Full-Time Employees (Flexitour). A full-time Flexitour employee may accumulate up to 24 credit hours for carry over from one biweekly pay period to a subsequent pay period. A full-time Flexitour employee may accumulate/earn more than 24 credit hours in a pay period; however, only 24 credit hours may be carried over from pay period to pay period. Failure to use the credit hours accumulated in excess of 24 credit hours, prior to the new pay period, will result in forfeiture of the credit hours in excess of the 24 credit hours permitted for carry-over to the next pay period (paragraph 7.10.).

7.6. Maximum Credit Hour Accumulation/Carry-Over - Part-Time Employees (Flexitour). A part-time Flexitour employee may accumulate and carry over credit hours from one pay period to the next an amount of credit hours equal to one-fourth of his or her biweekly basic work requirement. For example, a Flexitour employee with a biweekly basic work requirement of 64 hours may carry over 16 credit hours. Failure to use the credit hours accumulated in excess of one-fourth of his or her biweekly basic work requirement, prior to the new pay period, will result in forfeiture of the credit hours in excess of the credit hours permitted for carry-over to the next pay period (paragraph 7.10.).

7.7. Credit Hours Earned & Used (Flexitour). Credit hours may be earned and used in not less than one-quarter hour or 15 minute increments. Shorter increments cannot be combined to apply toward the minimum 15-minute increment so as to acquire credit time.

7.8. Credit Hours Used (Flexitour). When used, credit hours are considered part of the basic work requirement in the biweekly pay period to which they are applied. Just as with annual or sick leave, when credit hours are used, the employee's basic rate of pay will be applied for credit hours used.

7.9. Credit Hours & Premium Pay (Flexitour). Flexitour employees cannot use credit hours to receive holiday pay. A Flexitour employee with a regular schedule that includes Sunday work who uses credit hours for all or a portion of that Sunday, will not be entitled to receive Sunday premium for that portion of a Sunday which reflects use of credit hours. A Flexitour employee may not use credit hours to increase his or her entitlement to overtime pay or any other type of premium pay. Whether a Flexitour employee is entitled to night pay for credit hours on the day on which such hours are earned (worked) depends on the rules for night pay. Credit hours must be considered for work during day-time (non-night pay) hours whenever possible. A Flexitour employee may not be paid overtime pay, Sunday premium pay, holiday pay, or earn credit hours for excess work (work in excess of the basic work requirement, paragraph 3.1.) performed on a holiday. Holiday premium pay must be paid for work performed on a holiday. Therefore, Flexitour employees cannot be compensated by credit hours for work performed on a holiday.

7.10. Credit Hour Balance Prior to Separation from Service, Agency or Installation Transfer, or Change to the 5/4/9 Program (Flexitour). Supervisors will make every effort to ensure employees

have an opportunity to utilize any available credit hours prior to separation from Federal service, transfer to another installation or Federal agency, or conversion to the 5-4-9 schedule.

7.10.1. Flexitour Credit Hour Balance & the 5/4/9 Program. If an employee converts to 5-4-9 with a credit hour accumulation, the credit hours are lost.

7.10.2. Credit Hour Balance Upon Separation From Service - Full-Time Employees (Flexitour). A full-time employee who separates from service with a credit hour balance will be paid for that balance at his/her then current rate of pay. A maximum of 24 credit hours is payable at the employee's current rate of pay.

7.10.3. Credit Hour Balance Upon Separation From Service - Part-Time Employees (Flexitour). A part-time employee who separates from service with a credit hour balance is entitled to compensation only for those credit hours that are not in excess of one-fourth of the employee's biweekly work requirement.

7.11. Excess Credit Hours - Current Employees - Full and Part-Time (Flexitour). Credit hours for a full-time Flexitour employee (hours in excess of 24 hours) or a part time Flexitour employee (the number of credit hours earned in excess of one fourth of the part-time employee's weekly basic work requirement) which are not used during the pay period in which they are earned, will be forfeited (paragraphs 7.4. and 7.5.).

8. The 5/4/9 Compressed Work Schedule. The 5/4/9 is a "fixed" compressed work schedule that consists of eight nine hour days, one eight hour day and one scheduled day off (SDO) each pay period. The 5/4/9 employee must select the one eight hour day and the SDO. This selection is contingent upon supervisory approval. A supervisor's disapproval of an employee's request to participate in the 5/4/9 compressed work schedule may be elevated to the employee's group commander. The decision of the employee's Group Commander, or Wing Commander for those employees reporting directly under the "wing", will be the final authority (paragraph 4.2., 5.2.3. and 5.5.2.).

8.1. Tour of Duty (5/4/9). The tour of duty for employees participating in the 5/4/9 Compressed Work Schedule Program is always a "fixed" schedule as established by the agency (paragraph 3.4.).

8.2. Fixed Schedule (5/4/9). One of the main differences between the Flexitour Program and the 5/4/9 Compressed Work Schedule Program is that the 5/4/9 Compressed Work Schedule is a "fixed" schedule that does not have a provision for employee flexibility for reporting and quitting times (paragraph 3.4.).

8.3. Agency "Fixed" Schedules (5/4/9). Agencies may offer employees a choice of various 5/4/9 "fixed" schedule options which may include a choice of various "fixed" arrival and departure times (Table 2.). The 5/4/9 employee is required to choose one of the schedules offered by the agency. The employee will forward the requested 5/4/9 schedule to the supervisor. Once the schedule requested for the 5/4/9 is approved by the employee's supervisor, this schedule becomes the employee's "fixed" 5/4/9 schedule. The reporting and quitting time of the 5/4/9 schedule is "fixed" or the same. Unlike the Flexitour program, there is no provision to allow an employee the flexibility in reporting and quitting times.

8.4. Basic Work Requirement (5/4/9). The 5/4/9 compressed work schedule enables employees to fulfill their basic work requirements in less than ten days during the biweekly pay period. The 5/4/9 employee's reporting time and quitting time must remain "fixed" or the "the same each day" of the pay period except for the day selected and approved as the eight hour day. Like employees participat-

ing in the Flexitour Program, 5/4/9 participants also fulfill the basic work requirement of 80 hours per pay period. The basic work requirement, for an employee participating in the 5/4/9 program, is fulfilled by working eight nine hour days and one eight hour day within each pay period (paragraph 3.1.).

8.5. Reporting and Quitting Time (5/4/9). The reporting time and quitting time for 5/4/9 employees must remain the same or fixed. The employee's request and supervisor approval of one of the fixed 5/4/9 schedules from [Table 2.](#) will determine the 5/4/9 employee's requested "fixed" reporting and quitting time or fixed schedule. Management can change this 5/4/9 fixed schedule for the reasons discussed in paragraphs 4.3., 5.5.2., and 8.11.

8.6. Approval of the Fixed Schedule (5/4/9). After the 5/4/9 employee chooses a "fixed" schedule from [Table 2.](#), the 5/4/9 employee records the schedule choice on the 440 AW Form 5, **Work Schedule Request**. The 440 AW Form 5 is submitted to the employee's supervisor for approval. If approved, the 5/4/9 schedule becomes the employee's "fixed" schedule until a change in schedule is requested and approved through submission of a new 440 AW Form 5. The employee's selection of a "fixed" 5/4/9 schedule does not constitute automatic approval. The employee's requested 5/4/9 schedule, must be approved, by management, before the schedule is considered approved. If the requested 5/4/9 schedule is approved by the supervisor, the supervisor will annotate and sign the 440 AW Form 5 to indicate approval of employee's requested "fixed" schedule. The employee may not participate in the requested 5/4/9 "fixed" schedule prior to receiving supervisory approval. Management can change this 5/4/9 fixed schedule for the reasons discussed in paragraphs 4.3., 5.5.2., and 8.11.

8.7. Lunch (5/4/9). Each 5/4/9 "fixed" schedule reporting time ([Table 2.](#)) provides the employee the option of requesting a 30-minute, 45-minute, or 60-minute lunch. The 5/4/9 lunch time may be requested by the employee and approved by the supervisor as long as the employee's schedule includes a "fixed" reporting and quitting time, one (1) eight hour day, and one (1) scheduled day off (SDO). The time for lunch requested under the 5/4/9 schedule must fall between the hours of 1100-1300 and be consistent with the time allotted for the 5/4/9 fixed schedule chosen. For example, selection of fixed schedule number "1" ([Table 2.](#)) permits the employee to request a 30-minute lunch scheduled between the hours of 1100-1300 hours. The time requested for lunch, under the 5/4/9 Program, does not have to be the same each day. However, once the supervisor approved the lunch hours, this becomes part of the employee's 5/4/9 fixed schedule for the pay period and each subsequent pay period until a new 5/4/9 fixed schedule is requested and approved.

Table 2. 5/4/9 “FIXED” SCHEDULE OPTIONS:

FIXED SCHEDULE (Paragraph 8.3.)	REPORTING TIME (9 HOUR DAYS & 8 HOUR DAY) (Paragraphs 8.3., 8.4., and 8.5.)	LUNCH (1100-1300 HOURS) (Paragraph 8.7.)	QUITTING TIME (9 HOUR DAYS) (Paragraphs 8.3., 8.4., & 8.5.)	QUITTING TIME (8 HOUR DAY) (Paragraphs 8.3., 8.4., & 8.5.)
1	0600	30 Minutes	1530	1430
2	0600	45 Minutes	1545	1445
3	0600	60 Minutes	1600	1500
4	0630	30 Minutes	1600	1500
5	0630	45 Minutes	1615	1515
6	0630	60 Minutes	1630	1530
7	0700	30 Minutes	1630	1530
8	0700	45 Minutes	1645	1545
9	0700	60 Minutes	1700	1600
10	0730	30 Minutes	1700	1600
11	0730	45 Minutes	1715	1615
12	0730	60 Minutes	1730	1630
13	0800	30 Minutes	1730	1630
14	0800	45 Minutes	1745	1645
15	0800	60 Minutes	1800	1700

8.8. Holiday Pay (5/4/9). 5/4/9 employees are entitled to holiday pay (not to exceed nine hours) for the number of hours they would normally be scheduled to work on a holiday (or the day designated as the "in lieu of" holiday).

8.8.1. Holiday and SDO (5/4/9). If the actual holiday falls on a Sunday (e.g., 25 Dec 94 fell on a Sunday), the next scheduled workday is the observed holiday. If the employee's SDO falls on the observed holiday, then the observed holiday for the employee is the next scheduled workday. If the observed holiday is on Monday and that is the employee's SDO, the SDO stays on Monday and the observed holiday is moved to Tuesday. This situation does not occur in 1998 as no actual holidays fall on a Sunday. If the holiday falls on any day other than Sunday, then the employee's previously scheduled workday before the holiday, is the observed holiday. Independence Day, 4 Jul 98, falls on Saturday. Therefore, the observed holiday is Friday, 3 Jul 98, the previously scheduled workday for most employees. There is no problem with having an observed holiday in the previous pay period. Remember that it is the day the holiday is observed that is normally moved, not the Scheduled Day Off (SDO). However, supervisors may need to move an employee's SDO to another day to ensure minimum manning requirements are met (remember that any such change must normally be made in advance of the beginning of the work week).

8.9. Leave (5/4/9). Time off during a 5/4/9 employee's basic work requirement must be charged to the appropriate leave category. For example, a 5/4/9 employee who takes a day of annual leave will be charged for the scheduled duty hours that day (i.e., eight or nine hours). Employees on Flexitour and 5/4/9 who have prescheduled and been approved for leave will take priority over requested SDO changes.

8.10. Workweek Changes (5/4/9). Workweek changes will not be made for the sole purpose of increasing a 5/4/9 employee's entitlement to holiday pay or other premium pay. With supervisor's approval, 5/4/9 workweek changes (e.g., switch SDO) are allowed to reduce charges to military leave.

8.11. TDY/Training Attendance/Mission Requirements (5/4/9). If a 5/4/9 employee is TDY or attending training in a civilian status, for any period of time, the 5/4/9 employee will convert to Flexitour for the entire pay period and the hours will correspond to the hours of the TDY location, training, etc. (paragraph 4.3.). This is to ensure the basic weekly requirement of 80 hours is met and the employee's schedule is compatible with the TDY or training course schedule. This is not applicable for active duty military service. When the employee is in an active military status, military leave is charged in days and annual leave, comp time, or leave without pay (LWOP) is charged as indicated in paragraph 8.9. Inspections by higher headquarters, staff assistance visits, exercises, deployments or other mission requirements, as determined by management, may require management to remove the employee from the 5/4/9 program or change the employee's 5/4/9 schedule. This change will be effective for the pay period(s) encompassing the date(s) of the inspection, staff assistance visit, exercise etc. (paragraph 4.3.).

9. Request For Work Schedule, 440 AW Form 5 (All employees). All employees will complete the 440 AW Form 5, **Work Schedule Request Form**. The form is required of all employees in order to request participation in either the Flexitour or 5/4/9 program. The Flexitour or 5/4/9 program schedule requested on the 440 AW Form 5 must conform to the conditions, parameters, and requirements of this Wing Instruction.

9.1. Deadline to Submit 440 AW Form 5 (All employees). The employee must submit the Flexitour or 5/4/9 schedule request on the 440 AW Form 5, **Work Schedule Request Form**, to the supervisor no later than the Wednesday prior to the beginning of the pay period affected. It is not necessary for Flexitour employees to submit a new 440 AW Form 5 unless a permanent work schedule change is requested. Flexitour temporary schedule changes (changes, which apply, only to the current pay period) will be annotated on the 440 AW Form 2 or equivalent (paragraph 6.7.). 5/4/9 employees cannot change their schedule during the current pay period since 5/4/9 schedules are fixed (paragraph 8.6.).

9.2. Disposition of 440 AW Form 5 and 440 AW Form 2 or Equivalent (Flexitour & 5/4/9). An employee's current 440 AW Form 5, **Work Schedule Request Form**, and those submitted prior to the current 440 AW Form 5, must be maintained by the supervisor or timekeeper for the period of time directed by AFM 37-139. The 440 AW Form 2, **Daily Attendance Sheet** and/or computer generated Defense Civilian Pay System (DCPS) timecard form must also be maintained as directed by AFM 37-139. The first-level supervisor will determine whether the 440 AW Form 2 or DCPS timecard form, for the current pay period, will be maintained by the timekeeper, the employee, or the supervisor. It is recommended that the 440 AW Form 2 be maintained with other timekeeper records rather than as a separate file.

10. Daily Attendance Sheet, 440 AW Form 2 (Flexitour & 5/4/9). The use of the 440 AW Form 2 is optional. If a section chooses not to use the 440 AW Form 2, attendance must be annotated on the computer-generated Defense Civilian Pay System (DCPS) form. The first level supervisor will determine whether the 440 AW Form 2 or DCPS timecard form for the current pay period, will be maintained by the timekeeper, the employee, or the supervisor. At the end of the pay period, the employee must sign the 440 AW Form 2 (or initial the computer-generated DCPS timecard form) and verify all the information as correct. Although the 440 AW Form 2 (when used) must be submitted to the supervisor at the end of every pay period, individual days on the form only need to be completed if there is a variance from the individual's selected schedule. Take the example of the Flexitour employee who did not have credit hours at the beginning of the pay period. If the employee started work, had lunch, and departed from work every day of the pay period exactly as scheduled no entries would be made on the form other than the top two lines and the supervisor and employee signature and date. Take the example of the Flexitour employee who took a pre-approved longer lunch on a workday to take care of personal business. On that day's entry, the start time, end time, and lunch time would all be entered to indicate the longer lunch was accommodated by an earlier start time or a later departure on that day (to equal an 8-hour day). When a Flexitour or 5/4/9 employee takes leave, an entry must be made on the 440 AW Form 2 (if used) for the day or hours of that day when leave was taken. Use of credit hours for Flexitour employees must also be annotated when taken. Use of Family Friendly Leave (FFL) should also be annotated on the 440 AW Form 2 or equivalent for tracking and reporting purposes.

11. Effect of AWS on Other Programs:

11.1. Overtime Pay (Flexitour & 5/4/9). The AWS Program provisions do not affect overtime pay provisions. Employees are entitled to overtime pay for overtime work according to applicable provisions of law. Hours of work officially ordered in advance and in excess of the employee's scheduled hours on that day or in excess of the weekly scheduled hours are overtime work. An AF Form 428 (**Request for Overtime, Holiday Premium Pay, and Compensatory Time**) must be completed and approved in advance as appropriate.

11.2. Compensatory Time (Flexitour & 5/4/9). All General Schedule (GS) and Prevailing Rate employees (Wage Board) employees are eligible for compensatory (comp) time under the Flexitour or 5/4/9 Program.

11.3. Sunday Premium Pay and Holidays (Flexitour & 5/4/9). Flexitour and 5/4/9 participants cannot receive both Sunday premium pay and overtime pay for the same hours of work performed on a Sunday. Full time employees on a Flexitour or 5/4/9 schedule are entitled to Sunday premium pay for actual hours of work performed on a Sunday when the work is part of their regular schedule even if the schedule is only in effect for one pay period. Regularly scheduled Sunday work will be paid at a rate of the employee's basic rate of pay plus a Sunday premium at a rate equal to 25 percent of the employee's basic rate of pay. Sunday work which is not part of the employee's regular schedule is overtime work and will be paid at the appropriate overtime rate unless compensatory time is appropriate or requested. Flexitour employees who choose to receive credit hours for Sunday work which is not part of their regular schedule, in lieu of overtime or comp time, will not be paid Sunday premium pay. By law, part-time employees are not eligible to receive Sunday premium pay under Flexitour or 5/4/9 for Sunday work. For additional guidance on holidays under an AWS, refer to paragraph 7.8. for flexitour program guidance and paragraph 8.8.1. for 5/4/9 program guidance.

11.4. Excused Absences (Flexitour & 5/4/9):

11.4.1. Voting (Flexitour & 5/4/9). The flexibility of the AWS program and the extended voting hours available in the community generally allow employees ample opportunity to exercise their right to vote. If Flexitour employees wish to ensure they have sufficient time to vote after the polls open, or before they close, they should request to have their work schedule adjusted accordingly. 5/4/9 employees must request a work schedule change prior to the start of the pay period affected. Flexitour and 5/4/9 employees who choose not to change their schedule, will be charged the appropriate amount of leave, when applicable, in accordance with law and established directives.

11.4.2. Late Reporting for Hazardous Weather Conditions (Flexitour & 5/4/9). The supervisor will decide, on a case-by-case basis, whether to excuse an absence when an employee is delayed from reporting to work because of hazardous weather conditions. The amount of time to be excused should be based on the amount of extra time it takes the employee to commute to work. For example, normally it takes employee "A" 1/2-hour to commute to work, but because of extreme weather conditions it takes 1 1/2 hours to reach work. In this case, one hour of absence may be excused. If employee "B" normally commutes to work in 15 minutes, but because of hazardous weather conditions it takes 45 minutes to reach work, 1/2 hour of excused absence could be excused. Even though normally tardiness due to late reporting for hazardous weather conditions of less than two (2) hours may be excused, this does not automatically entitle each employee to two (2) hours of excused absence. The granting of excused absences in excess of two hours must be reviewed in accordance with DOD guidance. The 440 AW Form 2 or equivalent should be annotated to reflect late reporting due to weather.

11.4.3. Early Dismissal (Flexitour & 5/4/9). When the Senior ART makes a decision to dismiss employees from work because of hazardous weather conditions, all employees, except those designated as critical service employees, will normally be allowed to leave a specified length of time in advance of their normal quitting time without charge to leave. The 440 AW Form 2, or equivalent, should be annotated to reflect early dismissal. Employees on approved leave at this early dismissal time will remain on leave. An employee who remains at work after the early dismissal will not be entitled to credit hours, comp time, or overtime for work performed after the early dismissal until the employee has satisfied the basic work requirement (paragraph 6.6. for flexitour and paragraph 8.4. for 5/4/9). The conditions for receiving the compensation must also be met. An employee in a non-pay status (i.e., scheduled day off (SDO), approved leave) or identified as a critical service employee (required to remain at work to support mission requirements as is the case with security forces, firefighters, employees involved in support of flying activities, etc.) will not be granted the equivalent hours another day off for the hours of the excused absence.

12. Prescribed Forms. 440 AW Form 2 and 440 AW Form 5.

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Commander